

**NOTICE OF CAPITAL AREA TRANSIT SYSTEM
PUBLIC HEARING OF THE BOARD OF COMMISSIONERS**

September 17, 2024

4:30 pm

**350 North Donmoor Ave
Baton Rouge, Louisiana 70806**

AGENDA

- 1. CALL TO ORDER: Ms. Melissa deGeneres**
- 2. ROLL CALL: Ms. Jada Davis**
- 3. PUBLIC COMMENT**
- 4. A public hearing with respect to CATS' ad valorem tax levied in the City of Baker, to consider levying additional or increased millage rates without further voter approval or adopting the adjusted millage rates after reassessment and rolling forward to rates not to exceed the prior year's maximum.**
- 5. A public hearing with respect to CATS' ad valorem tax levied in the City of Baton Rouge, to consider levying additional or increased millage rates without further voter approval or adopting the adjusted millage rates after reassessment and rolling forward to rates not to exceed the prior year's maximum**
- 6. ADJOURNMENT**

**NOTICE OF CAPITAL AREA TRANSIT SYSTEM
REGULAR MEETING OF THE BOARD OF COMMISSIONERS**

September 17, 2024

4:45 pm

**350 North Donmoor Ave
Baton Rouge, Louisiana 70806**

AGENDA

- 1. CALL TO ORDER: Ms. Melissa deGeneres**
- 2. PLEDGE OF ALLEGIANCE & INVOCATION**
- 3. ROLL CALL: Ms. Jada Davis**
- 4. PUBLIC COMMENT**
- 5. ACTION ITEM – Approval of the August 20, 2024, Board Meeting Minutes – Ms. Melissa deGeneres**
- 6. PRESIDENT’S ANNOUNCEMENTS: Ms. Melissa deGeneres**
- 7. ADMINISTRATIVE MATTERS**
 - a) Executive and Financial Report: Mr. Theo Richards and Executive Staff**
 - b) Audit 2023 Presentation – CRI**
- 8. COMMITTEE REPORTS AND ANY ACTION THEREON**

No committee meetings were held
- 9. NEW BUSINESS**
 - a) A resolution to levy ad valorem taxes for 2024, as adjusted after reassessment, on all property subject to ad valorem taxation by the Capital Area Transit System within the boundaries of the City of Baker to provide funds for the purpose of improving the availability and quality of public transportation for the City of Baker, including decreasing wait times, improving the efficiency of routes, and improving signs and shelters, and to provide funds for the operation, maintenance and acquisition needs of the Capital Area Transit System to provide transportation service.**
 - b) A resolution adjusting and levying the ad valorem tax millage rate for 2024 back to the prior year's (2023) maximum approved millage rate, on all property subject to ad valorem taxation by the Capital Area Transit System within the boundaries of the City of Baker to provide funds for the purpose of improving the availability and quality of public transportation for the City of Baker, including decreasing wait times, improving the efficiency of routes, and improving signs and shelters, and to provide funds for the operation, maintenance and acquisition needs of the Capital Area Transit System to provide transportation service.**

- c) A resolution to levy ad valorem taxes for 2024, as adjusted after reassessment, on all property subject to ad valorem taxation by the Capital Area Transit System within the boundaries of the City of Baton Rouge to provide funds for the purpose of improving the availability and quality of public transportation for the City of Baton Rouge, including decreasing wait times, improving the efficiency of routes, and improving signs and shelters, and to provide funds for the operation, maintenance and acquisition needs of the Capital Area Transit System to provide transportation service.
- d) A resolution adjusting and levying the ad valorem tax millage rate for 2024 back to the prior year's (2023) maximum approved millage rate, on all property subject to ad valorem taxation by the Capital Area Transit System within the boundaries of the City of Baton Rouge to provide funds for the purpose of improving the availability and quality of public transportation for the City of Baton Rouge, including decreasing wait times, improving the efficiency of routes, and improving signs and shelters, and to provide funds for the operation, maintenance and acquisition needs of the Capital Area Transit System to provide transportation service
- e) Consideration and approval of the October 2024 Comprehensive Operation Analysis Service Change
- f) Consideration and approval of the Robert Half Contract Extension
- g) Consideration and approval of the Chief of Minds Contract Extension
- h) Consideration and approval of the LUBA Workers Compensation Insurance
- i) Consideration and approval to authorize the CATS CEO to execute a contract for the ADA Accessible Bus Stop Improvement Project, in accordance with Consent Decree CV 20-644-SDD-RLB

10. EXECUTIVE SESSION – These matters may be discussed in Executive Session

- a) Authorizing settlement in the ongoing litigation entitled “*David Williams vs. Capital Area Transit System, et al*”, Suit No. 705285 and “*David Williams vs. CATS*”, Suit No. 718185 on the docket of the 19th Judicial District Court.
- b) Internal Safety Assessment Plan

11. REVIEW OF ADMINISTRATIVE ITEMS

12. ADJOURNMENT



CATS Board of Commissioners August Monthly Board Meeting

Tuesday, August 20, 2024
4:30 pm

MINUTES

CALL TO ORDER

The regular meeting of the CATS Board of Commissioners Meeting was called to order at 4:36 pm by President deGeneres.

1. ROLL CALL

Attendee Name	Title	Status
Carolyn Coleman	Member at Large	Absent
Melissa deGeneres	President	Present
Michelle Dennis	Secretary	Absent
Patrick Downs	Member	Present
Johnathan Hill	Vice-President	Present
Antoinette Pierre	Member	Present
Tremaine Sterling	Member	Present
Frederick Thomas	Member	Absent
John Vukovics	Treasurer	Absent

2. Public Comment NONE

3. APPROVAL July 23, 2024, Monthly Board Minutes

RESULT: ACCEPTED

MOVER: deGeneres

SECONDER: Downs

YEAS: Hill, Pierre, Sterling

NAYS:

ABSTAIN:

ABSENT:

3. **APPROVAL – Consideration and approval of CATS Drug and Alcohol Policy**

RESULT: ACCEPTED

MOVER: deGeneres

SECONDER: Downs

YEAS: Hill, Pierre, Sterling

NAYS:

ABSTAIN:

ABSENT:

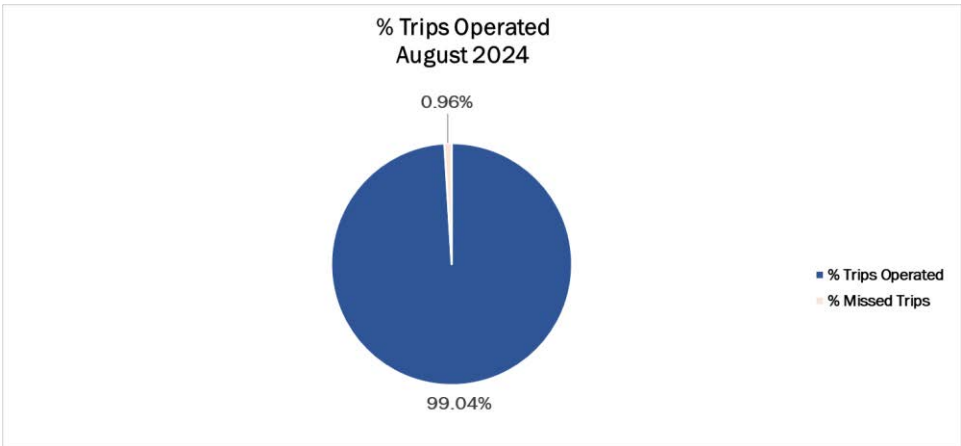
Adjournment

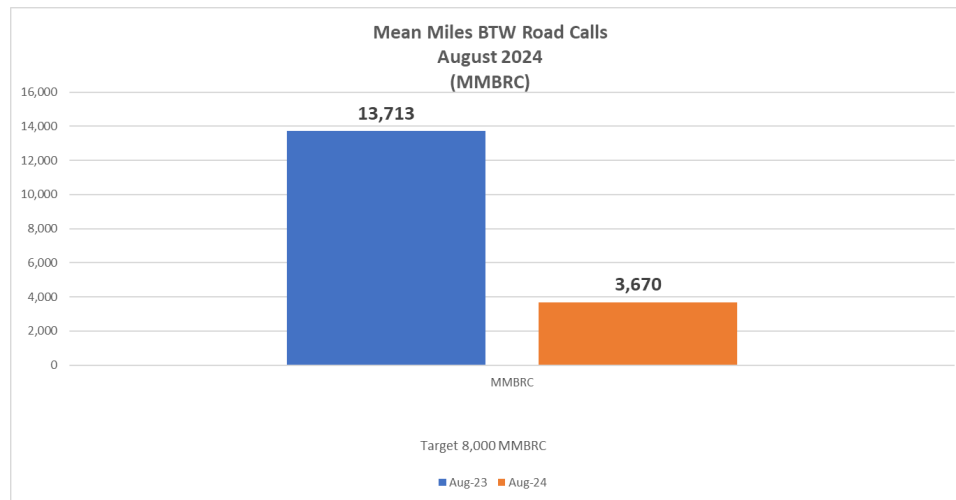
deGeneres/Pierre

**September 2024
Executive Report
Theo Richards and CATS Staff**

OPERATIONS: *James Payton*

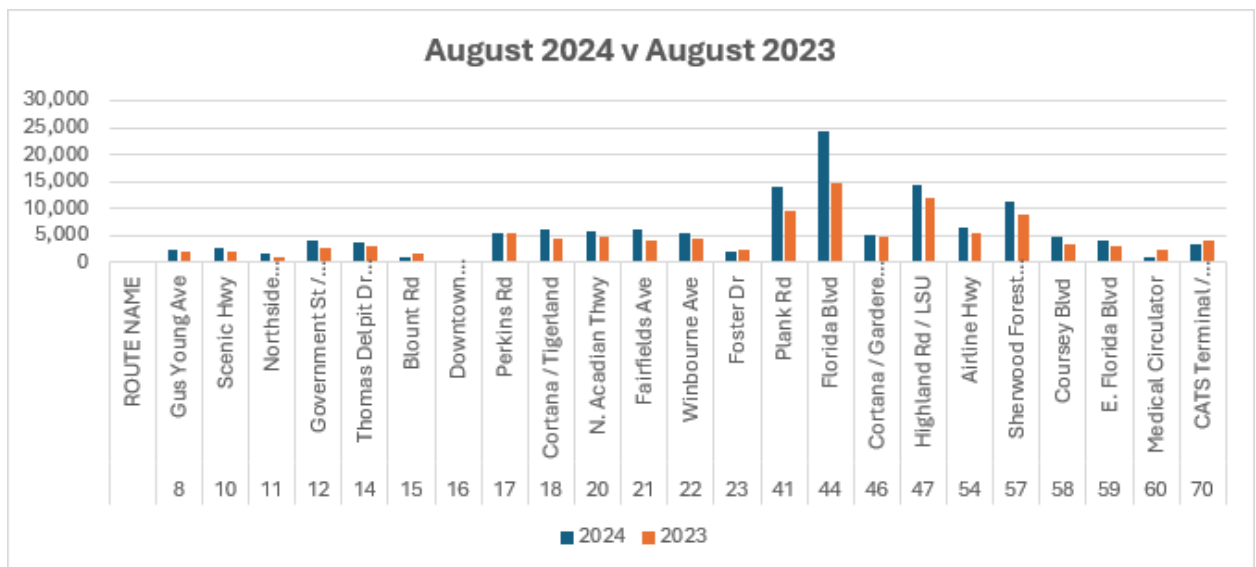
**100 Active Operators
11 Cadets currently in training**





PREVENTABLE ACCIDENTS
July 2024

4.8 PER 100,000 MILES



August 2024 saw a continuing increase in ridership from august 2023. Overall, ridership increased by 28%. Several routes saw a significant increase:

- Route 12- Government 55%
- Route 18 College 39%
- Route 21 Fairfields 53%
- Route 41 Plank 45%
- Route 44 Florida 66%
- Route 57 Sherwood 28%

PLANNING AND PROGRAM DEVELOPMENT: *Cheri Soileau*

- Plank-Nicholson Bus Rapid Transit
 - Corridor Groundbreaking: September 18
 - On-going construction
- Service Changes-October 2024
 - Outreach Events
 - Over 60 participants at Outreach events
 - Webpage
 - www.brcats.com/page/COA
- Site Selection
 - CSRS will assist CATS in property search for a new Administration/Operations/Maintenance facility

CEO NOTES: *Theo Richards*

- Triennial Results
 - CATS is awaiting feedback from our 5/20/24 submissions and has presented service policies to TPP for final approval.
- Audit 2023
 - CRI completed the Audit on July 31st and will present at the September Board Meeting.
- IRS
 - CATS, with the tax attorney, has completed the necessary documents for abatement.
- Community Engagement
 - August 22 – Southern University Welcome Back
- Technology
- Procurement

FINANCE: See attached financial report for the month.

Capital Area Transit System
Statement of Operating Budget vs. Actual
For the Period Ended August 31, 2024

	Current Month				Year to Date				2024 Annual Budget
	Budget	Actual	Variance	% Var	Budget	Actual	Variance	% Var	
Operating Revenues									
Passenger Paid Fares	92,667	83,163	(9,503)	-10.26%	741,333	746,568	5,235	0.71%	1,112,000
Special Transit Fares (Contract)	1,250	400	(850)	-68.00%	10,000	3,600	(6,400)	-64.00%	15,000
ADA/Paratransit Revenue	7,500	13,022	5,522	73.63%	60,000	80,593	20,593	34.32%	90,000
Advertising Revenue	48,104	30,313	(17,792)	-36.99%	384,833	351,116	(33,717)	-8.76%	577,250
Interest Income	4,167	5,348	1,182	28.36%	33,333	108,079	74,746	224.24%	50,000
Other Agency Revenue	15,087	1,850	(13,236)	-87.73%	120,693	98,071	(22,623)	-18.74%	181,040
Total CATS Generated	168,774	134,097	(34,677)	-20.55%	1,350,193	1,388,028	37,834	2.80%	2,025,290
Non Federal Revenue									
Hotel/Motel Tax	100,833	100,833	0	0.00%	806,667	806,667	0	0.00%	1,210,000
Parish Transportation Fund	45,833	45,833	(0)	0.00%	366,667	366,667	(0)	0.00%	550,000
Property Tax Revenue	1,959,915	1,963,965	4,050	0.21%	15,679,320	15,687,420	8,100	0.05%	23,518,980
Total Non Federal	2,106,582	2,110,632	4,050	0.19%	16,852,653	16,860,753	8,100	0.05%	25,278,980
Federal Operating Subsidies									
FTA - Formula Grants/PM	298,333	379,489	81,156	27.20%	2,386,667	3,262,128	875,461	36.68%	3,580,000
FTA - Project Administration	70,000	0	(70,000)	-100.00%	560,000	367,577	(192,423)	-34.36%	840,000
FTA - Planning	107,708	1,322	(106,386)	-98.77%	861,667	123,355	(738,311)	-85.68%	1,292,500
FTA - Operating	363,084	264,578	(98,506)	-27.13%	2,904,672	1,123,026	(1,781,646)	-61.34%	4,357,008
FTA - Cares Grant	49,333	0	(49,333)	-100.00%	394,664	0	(394,664)	-100.00%	591,996
Total Federal Operating	888,459	645,389	(243,069)	-27.36%	7,107,669	4,876,086	(2,231,583)	-31.40%	10,661,504
Total Operating Revenue	3,163,815	2,890,118	(273,697)	-8.65%	25,310,516	23,124,867	(2,185,649)	-8.64%	37,965,774
Federal Capital Projects									
FTA - Capital Projects	643,000	218,897	(424,103)	-65.96%	5,144,000	1,820,490	(3,323,510)	-64.61%	7,716,000
FTA - ARP	0	0	0	0.00%	0	0	0	0.00%	-
Total Federal Capital	643,000	218,897	(424,103)	-65.96%	5,144,000	1,820,490	(3,323,510)	-64.61%	7,716,000
TOTAL SOURCES OF REVENUE	3,806,815	3,109,015	(697,800)	-18.33%	30,454,516	24,945,357	(5,509,159)	-18.09%	45,681,774

Operating Expenses

Labor	1,215,163	1,262,130	(46,967)	-3.87%	9,721,307	8,989,508	731,799	7.53%	14,581,960
Fringe Benefits	505,771	332,930	172,841	34.17%	4,046,167	4,348,015	(301,848)	-7.46%	6,069,250
Causality and Liability	161,250	32,378	128,872	79.92%	1,290,000	808,721	481,279	37.31%	1,935,000
Services	368,765	254,302	114,463	31.04%	2,950,123	2,480,102	470,022	15.93%	4,425,185
Purchased Transportation	425,000	523,841	(98,841)	-23.26%	3,400,003	3,789,086	(389,083)	-11.44%	5,100,004
Materials & Supplies	341,498	305,524	35,974	10.53%	2,731,987	2,489,059	242,928	8.89%	4,097,980
Utilities	23,344	24,846	(1,502)	-6.44%	186,753	181,178	5,575	2.99%	280,130
Miscellaneous Expenses	114,814	43,003	71,811	62.55%	918,510	980,065	(61,555)	-6.70%	1,377,765
Leases and Rentals	8,208	8,014	194	2.36%	65,667	64,874	793	1.21%	98,500
Total Operating Expenses	3,163,815	2,786,969	376,845	11.91%	25,310,516	24,130,607	1,179,909	4.66%	37,965,774
FTA - Capital Projects	643,000	357,156	285,844	44.45%	5,144,000	502,588	4,641,412	90.23%	7,716,000
Net SURPLUS/(DEFICIT) Before Depreciation	0	(35,111)	(35,111)		0	312,162	312,162		0
Depreciation	229,151	444,485	(215,334)	-93.97%	1,833,208	3,555,876	(1,722,668)	`	2,062,359
NET BALANCE SURPLUS/(DEFICIT)	(229,151)	(479,595)	(250,444)	109.29%	(1,833,208)	(3,243,715)	(1,410,507)	76.94%	(2,062,359)

Capital Area Transit System
Balance Sheet
August 31, 2024

	<u>8/31/2024</u>	<u>8/31/2023</u>
ASSETS		
Current Assets:		
Cash and Cash Equivalents	2,301,969	2,275,108
Accounts Receivable	492,811	319,722
Property Tax Receivable	24,495,761	18,026,911
Due from Governments	7,550,409	5,926,332
Inventory	1,019,062	1,220,679
Prepaid Expenses and Other Assets	428,550	414,794
Total Current Assets:	36,288,563	28,183,545
Restricted Assets:		
Cash and Cash Equivalents	380,431	3,398,994
Total Restricted Assets:	380,431	3,398,994
Net Pension Asset, Long-Term	2,578,254	2,578,254
Equipment, Net	27,027,179	22,215,400
Total Assets	66,274,427	56,376,193
LIABILITIES AND NET ASSETS		
Current Liabilities		
Accounts Payable and Accrued Expenses	3,181,014	955,013
Accrued Payroll and Tax Liabilities	351,673	1,014,816
Accrued Compensated Absences	706,227	740,213
Claims Payable and Related Liabilities	759,814	759,814
Capital Lease Payable	0	278,546
Deferred Revenue (Grants/Prop Tax)	6,495,371	6,228,670
Total Current Liabilities	11,494,099	9,977,072
Long-Term Liabilities		
Capital Lease Payable, Less Current Portion	161,793	453,730
Estimated Liabilities	2,742,337	2,683,178
Total Long-Term Liabilities	2,904,130	3,136,908
Total Liabilities	14,398,229	13,113,979
Net Assets:		
Investments in Capital Assets, Net of Related Debt	26,865,386	21,483,124
Restricted Cash and Cash Equivalents	380,431	3,398,994
Unrestricted	24,630,381	18,380,095
Total Net Assets:	51,876,198	43,262,214
Total Liabilities And Net Assets	66,274,427	56,376,193

RESOLUTION NO. 1

A resolution to levy ad valorem taxes for 2024, as adjusted after reassessment, on all property subject to ad valorem taxation by the Capital Area Transit System within the boundaries of the City of Baker to provide funds for the purpose of improving the availability and quality of public transportation for the City of Baker, including decreasing wait times, improving the efficiency of routes, and improving signs and shelters, and to provide funds for the operation, maintenance and acquisition needs of the Capital Area Transit System to provide transportation service.

BE IT RESOLVED, by the Board of Commissioners of the Capital Area Transit System ("CATS"), in legal session convened, at which a public hearing was conducted on September 17, 2024, as follows:

Section 1. In accordance with the provisions of the Open Meetings Law and the additional requirements of Article VII, Section 23(C) of the Louisiana Constitution and R.S. 47:1705(B), the following **adjusted** millage rate be and it is hereby levied upon the dollar of the assessed valuation of all property subject to ad valorem taxation within the City of Baker, State of Louisiana, for the year 2024, for the purpose of raising revenue:

a tax of nine and forty-six one hundredths (9.460) mills, authorized by the electorate in a special election conducted November 13, 2021, under the authority of Article VI, Section 30(A) of the Louisiana Constitution of 1974, La. R.S. 48:1460, and other constitutional and statutory authority

to provide funds for the purpose of improving the availability and quality of public transportation for the City of Baker, including decreasing wait times, improving the efficiency of

routes, and improving signs and shelters, and to provide funds for the operation, maintenance and acquisition needs of the Capital Area Transit System to provide transportation service, all as provided for in the proposition approved by the voters in the special election referred to above.

Section 2. The Assessor of the Parish of East Baton Rouge shall extend upon the assessment roll for the year 2024 the taxes herein levied, and the tax collector of said Parish shall collect and remit the same to CATS in accordance with law.

The foregoing resolution was read in full, the roll was called on the adoption thereof, and the resolution was adopted by the following votes:

YEAS:

NAYS:

ABSTAINED:

ABSENT:

The resolution was thereupon signed by the President and attested by the Vice President.

CAPITAL AREA TRANSIT SYSTEM

By: _____

Name: Melissa DeGeneres

ATTEST:

Title: President, Board of Commissioners

By: _____

Name: Johnathan S. Hill

Title: Vice President, Board of Commissioners

[SEAL]

Other business not relevant to the present excerpt may be found of record in the official minute book of CATS.

STATE OF LOUISIANA

PARISH OF EAST BATON ROUGE

CERTIFICATE

I, Michelle Dennis, hereby certify that I am the duly authorized Secretary of the Board of Commissioners of the Capital Area Transit System.

I further certify that the foregoing is a true and exact copy of a resolution entitled:

A resolution to levy ad valorem taxes for 2024, as adjusted after reassessment, on all property subject to ad valorem taxation by the Capital Area Transit System within the boundaries of the City of Baker to provide funds for the purpose of improving the availability and quality of public transportation for the City of Baker, including decreasing wait times, improving the efficiency of routes, and improving signs and shelters, and to provide funds for the operation, maintenance and acquisition needs of the Capital Area Transit System to provide transportation service.

adopted at the meeting of the Board of Commissioners of the Capital Area Transit System held on September 17, 2024, at which meeting a quorum was present and voting.

IN FAITH WHEREOF, witness my signature in Baton Rouge, Louisiana on this 17th day of September, 2024.

Michelle Dennis, Secretary

RESOLUTION NO. 2

A resolution adjusting and levying the ad valorem tax millage rate for 2024 back to the prior year's (2023) maximum approved millage rate, on all property subject to ad valorem taxation by the Capital Area Transit System within the boundaries of the City of Baker to provide funds for the purpose of improving the availability and quality of public transportation for the City of Baker, including decreasing wait times, improving the efficiency of routes, and improving signs and shelters, and to provide funds for the operation, maintenance and acquisition needs of the Capital Area Transit System to provide transportation service.

WHEREAS, it is necessary for the Capital Area Transit System ("CATS") to levy ad valorem taxes for the year 2024 to provide funds for the purpose of improving the availability and quality of public transportation for the City of Baker, including decreasing wait times, improving the efficiency of routes, and improving signs and shelters, and to provide funds for the operation, maintenance and acquisition needs of the Capital Area Transit System to provide transportation service; and

WHEREAS, as a result of the quadrennial reappraisal and valuation of the property subject to taxation with the City of Baker, that millage levied by CATS has been adjusted downward from the 2023 levy in proportion to the increase in the taxable assessed valuation of the property subject to taxation in the City of Baker; and

WHEREAS, pursuant to the Open Meetings Law and the additional requirements of Article VII, Section 23(C) of the Louisiana Constitution of 1974, as amended, and La. R.S. 47:1705(B), it is the desire of the Board of Commissioners of CATS (the "Board") to adjust the tax levied by CATS for the year 2024 back to, but not in excess of, the prior year's (2023) maximum authorized millage rate; and

WHEREAS, a public hearing has been held by the Board on the subject of the proposed millage adjustment, after due notice published two times no less than thirty (30) days before the

public hearing, all in the manner provided by Article VII, Section 23(C) of the Louisiana Constitution of 1974, as amended, and La. R.S. 47:1705(B).

BE IT RESOLVED, by the Board of Commissioners of the Capital Area Transit System, in legal session convened, as follows:

Section 1. In accordance with the provisions of Article VII, Sections 23(B) and (C) of the Louisiana Constitution of 1974, as amended, and La. R.S. 47:1705(B)(1) and (2), the special tax, at the adjusted rate after reassessment of nine and forty-six one hundredths (9.460) mills is hereby increased to the maximum authorized rate (which is the rate for 2023) of ten and six tenths (10.600) mills on the dollar of the assessed valuation of all taxable property in the City of Baker, and the ten and six tenths (10.600) mills is hereby levied, assessed and imposed on all of said property for the year 2024, to provide funds for the purpose of improving the availability and quality of public transportation for the City of Baker, including decreasing wait times, improving the efficiency of routes, and improving signs and shelters, and to provide funds for the operation, maintenance and acquisition needs of the Capital Area Transit System to provide transportation service as provided in the proposition approved by voters in the election conducted on November 13, 2021, under the authority of Article VI, Section 30(A) of the Louisiana Constitution of 1974, La. R.S. 48:1460, and other constitutional and statutory authority.

Section 2. The monies from the foregoing tax levy for 2024 will be used for the purpose of improving the availability and quality of public transportation for the City of Baker, including decreasing wait times, improving the efficiency of routes, and improving signs and shelters, and to provide funds for the operation, maintenance and acquisition needs of the Capital Area Transit System to provide transportation service as provided for in the proposition approved by voters referenced above.

Section 3. Certified copies of this resolution are authorized to be transmitted by the Secretary of the Board of Commissioners of CATS to the Assessor of the Parish of East Baton

Rouge and to the Legislative Auditor, said resolution to constitute full authority for the Assessor to place the above described tax on the City of Baker tax roll for 2024; and the tax rate hereby approved by applied to the assessed values for ad valorem tax purposes, in compliance with La. R.S. 47:1705(A).

Section 4. A certified copy of this resolution shall be transmitted to the Sheriff and Ex-Officio Tax Collector for the Parish of East Baton Rouge, Attention: Vivia Dimmer, Tax Director, East Baton Rouge Sheriff's Office, 8900 Jimmy Wedell Drive, Baton Rouge, Louisiana 70807.

Section 5. This resolution shall be published in the official journal of CATS as provided by law.

The foregoing resolution was read in full, the roll was called on the adoption thereof, and the resolution was adopted by no less than two-thirds of the total membership of the Board of Commissioners of the Capital Area Transit System voting in favor as required by Article VII, Section 23(C) of the Louisiana Constitution and R.S. 47:1705(B). The votes were:

YEAS:

NAYS:

ABSTAINED:

ABSENT:

The resolution was thereupon signed by the President and attested by the Vice President.

CAPITAL AREA TRANSIT SYSTEM

By: _____

Name: Melissa DeGeneres

ATTEST:

Title: President, Board of Commissioners

By: _____

Name: Johnathan S. Hill

Title: Vice President, Board of Commissioners

[SEAL]

Other business not relevant to the present excerpt may be found of record in the official minute book of CATS.

STATE OF LOUISIANA

PARISH OF EAST BATON ROUGE

CERTIFICATE

I, Michelle Dennis, hereby certify that I am the duly authorized Secretary of the Board of Commissioners of the Capital Area Transit System.

I further certify that the foregoing is a true and exact copy of a resolution entitled:

A resolution adjusting and levying the ad valorem tax millage rate for 2024 back to the prior year's (2023) maximum approved millage rate, on all property subject to ad valorem taxation by the Capital Area Transit System within the boundaries of the City of Baker to provide funds for the purpose of improving the availability and quality of public transportation for the City of Baker, including decreasing wait times, improving the efficiency of routes, and improving signs and shelters, and to provide funds for the operation, maintenance and acquisition needs of the Capital Area Transit System to provide transportation service.

adopted at the meeting of the Board of Commissioners of the Capital Area Transit System held on September 17, 2024, at which meeting a quorum was present and voting.

IN FAITH WHEREOF, witness my signature in Baton Rouge, Louisiana on this 17th day of September, 2024.

Michelle Dennis, Secretary

RESOLUTION NO. 1

A resolution to levy ad valorem taxes for 2024, as adjusted after reassessment, on all property subject to ad valorem taxation by the Capital Area Transit System within the boundaries of the City of Baton Rouge to provide funds for the purpose of improving the availability and quality of public transportation for the City of Baton Rouge, including decreasing wait times, improving the efficiency of routes, and improving signs and shelters, and to provide funds for the operation, maintenance and acquisition needs of the Capital Area Transit System to provide transportation service.

BE IT RESOLVED, by the Capital Area Transit System ("CATS"), in legal session convened, at which a public hearing was conducted on September 17, 2024, as follows:

Section 1. In accordance with the provisions of the Open Meetings Law and the additional requirements of Article VII, Section 23(C) of the Louisiana Constitution and R.S. 47:1705(B), the following **adjusted** millage rate be, and it is hereby levied upon the dollar of the assessed valuation of all property subject to ad valorem taxation within the City of Baton Rouge, State of Louisiana, for the year 2024, for the purpose of raising revenue:

a tax of nine and forty-six one hundredths (9.460) mills, authorized by the electorate in a special election conducted November 13, 2021, under the authority of Article VI, Section 30(A) of the Louisiana Constitution of 1974, La. R.S. 48:1460, and other constitutional and statutory authority

to provide funds for the purpose of improving the availability and quality of public transportation for the City of Baton Rouge, including decreasing wait times, improving the efficiency of routes, and improving signs and shelters, and to provide funds for the operation,

maintenance and acquisition needs of the Capital Area Transit System to provide transportation service, all as provided for in the proposition approved by the voters in the special election referred to above.

Section 2. The Assessor of the Parish of East Baton Rouge shall extend upon the assessment roll for the year 2024 the taxes herein levied, and the tax collector of said Parish shall collect and remit the same to CATS in accordance with law.

The foregoing resolution was read in full, the roll was called on the adoption thereof, and the resolution was adopted by the following votes:

YEAS:

NAYS:

ABSTAINED:

ABSENT:

The resolution was thereupon signed by the President and attested by the Vice President.

CAPITAL AREA TRANSIT SYSTEM

By: _____

Name: Melissa DeGeneres

ATTEST:

Title: President, Board of Commissioners

By: _____

Name: Johnathan S. Hill

Title: Vice President, Board of Commissioners

[SEAL]

Other business not relevant to the present excerpt may be found of record in the official minute book of CATS.

STATE OF LOUISIANA

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adopted at the meeting of the Board of Commissioners of the Capital Area Transit System held on September 17, 2024, at which meeting a quorum was present and voting.

IN FAITH WHEREOF, witness my signature in Baton Rouge, Louisiana on this 17th day of September, 2024.

Michelle Dennis, Secretary

RESOLUTION NO. 2

A resolution adjusting and levying the ad valorem tax millage rate for 2024 back to the prior year's (2023) maximum approved millage rate, on all property subject to ad valorem taxation by the Capital Area Transit System within the boundaries of the City of Baton Rouge to provide funds for the purpose of improving the availability and quality of public transportation for the City of Baton Rouge, including decreasing wait times, improving the efficiency of routes, and improving signs and shelters, and to provide funds for the operation, maintenance and acquisition needs of the Capital Area Transit System to provide transportation service.

WHEREAS, it is necessary for the Capital Area Transit System ("CATS") to levy ad valorem taxes for the year 2024 to provide funds for the purpose of improving the availability and quality of public transportation for the City of Baton Rouge, including decreasing wait times, improving the efficiency of routes, and improving signs and shelters, and to provide funds for the operation, maintenance and acquisition needs of the Capital Area Transit System to provide transportation service; and

WHEREAS, as a result of the quadrennial reappraisal and valuation of the property subject to taxation with the City of Baton Rouge, that millage levied by CATS has been adjusted downward from the 2023 levy in proportion to the increase in the taxable assessed valuation of the property subject to taxation in the City of Baton Rouge; and

WHEREAS, pursuant to the Open Meetings Law and the additional requirements of Article VII, Section 23(C) of the Louisiana Constitution of 1974, as amended, and La. R.S. 47:1705(B), it is the desire of the Board of Commissioners of CATS (the "Board") to adjust the tax levied by CATS for the year 2024 back to, but not in excess of, the prior year's (2023) maximum authorized millage rate; and

WHEREAS, a public hearing has been held by the Board on the subject of the proposed millage adjustment, after due notice published two times no less than thirty (30) days before the

public hearing, all in the manner provided by Article VII, Section 23(C) of the Louisiana Constitution of 1974, as amended, and La. R.S. 47:1705(B).

BE IT RESOLVED, by the Board of Commissioners of the Capital Area Transit System, in legal session convened, as follows:

Section 1. In accordance with the provisions of Article VII, Sections 23(B) and (C) of the Louisiana Constitution of 1974, as amended, and La. R.S. 47:1705(B)(1) and (2), the special tax, at the adjusted rate after reassessment of nine and forty-six one hundredths (9.460) mills is hereby increased to the maximum authorized rate (which is the rate for 2023) of ten and six tenths (10.600) mills on the dollar of the assessed valuation of all taxable property in the City of Baton Rouge, and the ten and six tenths (10.600) mills is hereby levied, assessed and imposed on all of said property for the year 2024, to provide funds for the purpose of improving the availability and quality of public transportation for the City of Baton Rouge, including decreasing wait times, improving the efficiency of routes, and improving signs and shelters, and to provide funds for the operation, maintenance and acquisition needs of the Capital Area Transit System to provide transportation service as provided in the proposition approved by voters in the election conducted on November 13, 2021, under the authority of Article VI, Section 30(A) of the Louisiana Constitution of 1974, La. R.S. 48:1460, and other constitutional and statutory authority.

Section 2. The monies from the foregoing tax levy for 2024 will be used for the purpose of improving the availability and quality of public transportation for the City of Baton Rouge, including decreasing wait times, improving the efficiency of routes, and improving signs and shelters, and to provide funds for the operation, maintenance and acquisition needs of the Capital Area Transit System to provide transportation service as provided for in the proposition approved by voters referenced above.

Section 3. Certified copies of this resolution are authorized to be transmitted by the Secretary of the Board of Commissioners of CATS to the Assessor of the Parish of East Baton

Rouge and to the Legislative Auditor, said resolution to constitute full authority for the Assessor to place the above described tax on the City of Baton Rouge tax roll for 2024; and the tax rate hereby approved by applied to the assessed values for ad valorem tax purposes, in compliance with La. R.S. 47:1705(A).

Section 4. A certified copy of this resolution shall be transmitted to the Sheriff and Ex-Officio Tax Collector for the Parish of East Baton Rouge, Attention: Vivia Dimmer, Tax Director, East Baton Rouge Sheriff's Office, 8900 Jimmy Wedell Drive, Baton Rouge, Louisiana 70807.

Section 5. This resolution shall be published in the official journal of CATS as provided by law.

The foregoing resolution was read in full, the roll was called on the adoption thereof, and the resolution was adopted by no less than two-thirds of the total membership of the Board of Commissioners of the Capital Area Transit System voting in favor as required by Article VII, Section 23(C) of the Louisiana Constitution and R.S. 47:1705(B). The votes were:

YEAS:

NAYS:

ABSTAINED:

ABSENT:

The resolution was thereupon signed by the President and attested by the Vice President.

CAPITAL AREA TRANSIT SYSTEM

By: _____

Name: Melissa DeGeneres

ATTEST:

Title: President, Board of Commissioners

By: _____

Name: Johnathan S. Hill

Title: Vice President, Board of Commissioners

[SEAL]

Other business not relevant to the present excerpt may be found of record in the official minute book of CATS.

STATE OF LOUISIANA

PARISH OF EAST BATON ROUGE

CERTIFICATE

I, Michelle Dennis, hereby certify that I am the duly authorized Secretary of the Board of Commissioners of the Capital Area Transit System.

I further certify that the foregoing is a true and exact copy of a resolution entitled:

A resolution adjusting and levying the ad valorem tax millage rate for 2024 back to the prior year's (2023) maximum approved millage rate, on all property subject to ad valorem taxation by the Capital Area Transit System within the boundaries of the City of Baton Rouge to provide funds for the purpose of improving the availability and quality of public transportation for the City of Baton Rouge, including decreasing wait times, improving the efficiency of routes, and improving signs and shelters, and to provide funds for the operation, maintenance and acquisition needs of the Capital Area Transit System to provide transportation service.

adopted at the meeting of the Board of Commissioners of the Capital Area Transit System held on September 17, 2024, at which meeting a quorum was present and voting.

IN FAITH WHEREOF, witness my signature in Baton Rouge, Louisiana on this 17th day of September, 2024.

Michelle Dennis, Secretary

Date: Sept 6, 2024
F&E Meeting: Sept 12, 2024
Board Meeting: Sept 17, 2024

ACTION ITEM

TO: Capital Area Transit System Finance & Executive Committee
THROUGH: Theo Richards, CEO
FROM: Brandon Songy, Service Planner/Scheduler
SUBJECT: October 2024 Service Changes

Project/Contract: SmartCATS Comprehensive Operational Analysis Phase 1 - October 2024 Service Changes
Project/Contract Date(s): N/A
Renewal options (Yes/No): N/A
If yes, what year/option: N/A
Project/Contract Amount:
Budgeted project (Yes/No): Yes
Grant(s) Funded (Yes/No): N/A
If yes, note the grant number:
Policy-Related Action: (Yes/No): Yes- Priority 1- Mobility and Ridership and Priority 4 Community Stewardship

RECOMMENDATION: Approval of the route changes (physical and schedule) as presented for the October 2024 Fixed-Route Service Change

EXECUTIVE SUMMARY:

A Comprehensive Operational Analysis (COA) was completed in 2022 and recommended a three (3) phase change to the fixed route system. This is Phase 1 of the COA.

There were five outreach events to gather feedback and comments from the public and riders.

- Wednesday, August 14, 2024-CATS Terminal
- Thursday, August 22, 2024-Baker Branch Library
- Wednesday, August 28, 2024-Charles R. Kelly Community Center
- Wednesday, September 4, 2024-Leo S. Butler Community Center
- ~~Monday, September 9, 2024-Hartley/Lee Park at Gardere~~ Postponed due to weather and staff availability

Attendance was over sixty-five (65) and all appropriate and relevant feedback was incorporated into the service change.

There is also one (1) planned virtual meeting pending, to allow those who could not attend a meeting to be able to participate, ask questions and give feedback.

The routes that will be impacted for this change are as follows:

- Route 8 - Gus Young Avenue:
 - Will be eliminated. A new route, 13 - North Street / Greenwell Springs Road will be implemented to cover portions of this route.
- Route 10 - Scenic Highway:
 - Frequency changes
 - Weekday: 60 minutes

- Saturday: 60 minutes
 - Sunday: 60 minutes
- Route 12 – Government Street / Jefferson Highway
 - Frequency Changes
 - Weekday: 45-minute peak, 60 minutes off peak to 60 minutes all day
- Route 13 – North Street / Greenwell Springs Road
 - Frequency
 - Weekday: 60 minutes
 - Saturday: 60 minutes
 - Sunday: 120 minutes
- Route 14 - Thomas Delpit Drive / Roosevelt Street
 - Frequency changes
 - Weekday: 60 minutes
 - Saturday: 60 minutes
 - Sunday: 60 minutes
 - Service removed from Roosevelt Street between Nicholson Drive and River Road and Indiana Street and Daniel Webster Drive.
 - Service will connect with the planned BRAPID McKinley Street Station Northbound and return via McKinley and Alaska Streets.
- Route 16 – Downtown Circulator
 - Service removed from the North Campus parking lot
- Route 17 - Perkins Road
 - Frequency changes
 - Weekday: 45-minute peak, 60 minutes off peak to 30 minutes all day
 - Saturday: 60 minutes
 - Sunday: 60 minutes
 - Rerouted through the Health District to service Our Lady of the Lake (OLOL) Regional Medical Center.
- Route 21 - Fairfields Avenue
 - Frequency Changes
 - Weekday: 60 minutes
 - Saturday: 60 minutes
 - Sunday: 120 minutes
 - Service merged with Route 13 - North Street / Greenwell Springs Road to create a 30-minute route between Ardenwood and Amazon-Cortana on Weekdays and Saturdays.
- Route 44 – Florida Boulevard
 - Weekday: 30 minutes
 - Saturday: 30 minutes
 - Sunday: 45 minutes
 - Service to be streamlined between Ardenwood Drive and Lobdell Boulevard, replacing the Route 72 - Florida Blvd Limited.
 - Service is route to Town Square bus stop. Will no longer begin or end on 4th Street at Laurel Streets.
- Route 46 - L'auberge / Gardere / Health District / Mall of Louisiana / Woman's Hospital
 - Frequency Changes
 - Weekday: 60 minutes
 - Saturday: 60 minutes
 - Sunday: 60 minutes
 - Will no longer service Amazon-Cortana
 - Riders will transfer to Route 56 at the Mall of Louisiana
 - Service routed through the Health District and extended to Women's Hospital, via Siegen Lane and Jefferson Highway.
 - Service will operate to Ochsner – Grove during business hours only
- Route 47 – Highland Road / LSU
 - Frequency Changes:
 - Weekday: 30 minutes
 - Saturday: 45 minutes

- Sunday: 60 minutes
- Route 56 - Amazon Connector
 - Frequency
 - Weekday: 60 minutes
 - Saturday: 60 minutes
 - Sunday: 60 minutes
 - Restoring direct service between the Mall of Louisiana and Amazon-Cortana
 - Replacing some of the Route 46
 - Service to Our Lady of the Lake Children's Hospital and Department of Veterans' Affairs clinic on Essen Park Avenue (during business hours only).
- Route 57 – Sherwood Forest Boulevard / Siegen Lane
 - Schedule times adjusted to reflect actual travel times
- Route 60 - Medical Circulator
 - Route being eliminated due to low ridership
 - Coverage to the area will be via
 - Route 17
 - Route 46
 - Ochsner Medical Complex - The Grove until 2026
 - Route 56
 - Route 58 – in 2026
 - Ochsner Medical Complex - The Grove post 2026
- Route 70 – CATS Terminal / Scotlandville / Baker
 - Frequency Changes
 - Weekday: 60 minutes
 - Saturday: 60 minutes
 - Sunday: 60 minutes
 - Service to Baton Rouge Airport (all trips)
 - Connection to Southern University's F.G. Clark Center (all trips), pending response from Southern University.

All routes departing the CATS Terminal will be scheduled to depart at, or as close to, either :15 or :45 after the hour to facilitate safe and seamless transfers.

These changes are the first step to provide more direct connectivity to activity centers and to reallocate resources to ensure effective and efficient service. According to industry standards, it will take approximately 18-24 months (about 2 years) for a bus route to mature and be effective. All routes will be monitored and any modifications to improve service will be conducted based on community and bus operator feedback.

FISCAL IMPACT: This change is budget neutral.

Project Manager Approval

Director, Planning & Program Development

CFO Approval

CEO Approval



Date: September 17, 2024
F&E Committee: N/A
Board Meeting: September 17, 2024

CATS BOARD MEMORANDUM

BOARD ACTION ITEM

TO: Capital Area Transit System Board of Commissioners
THROUGH: Theo Richards, CEO
FROM: Theo Richards, CEO
SUBJECT: Transitioning Robert Half Services

Project/Contract: Financial consulting services

Project/Contract Date(s): September 16, 2024 – November 1, 2024

Renewal options (Yes/No): No

If yes, what year/option: N/A

Project/Contract Amount: \$100,000

Budgeted project (Yes/No): Yes

Grant(s) Funded (Yes/No): No

If yes, note the grant number: N/A

Policy-Related Action: (Yes/No): No

RECOMMENDATION:

Requesting the CATS Board of Commissioners to approve additional funding for the Robert Half contract in the amount of \$100,000, to provide continuity for temporary financial consulting services, in addition to transitioning the status of Robert Half temporary employees to permanent CATS employees within the next 45 days. This amount will cover any outstanding invoices and fees we might incur during the transition.

PROJECT/CONTRACT SUMMARY:

Funding will continue to pay for the hourly wages of two (2) temporary contractors for the positions of CFO and Financial Analyst. The CFO is responsible for the 2023-year-end close out, assist with the monthly financials, and completing financial reporting to complete the National Transit Database (NTD) and the 2023 Financial audits. Financial Analyst assists with the daily

financial job duties essential to operate, as well as to maintain a separation of duties in the Finance Division. Also, this position assists with the financial configuration of Munis.

CONTRACT AMOUNT: \$100,000

I am requesting approval from the F&E committee and CATS Board of Commissioners for additional funding for the contract with Robert Half to continue the essential financial operations of CATS. This will allow time to transition the two Robert Half employees to CATS employees and to cover remaining invoices and any fees we might incur.



Date: September 17, 2024
F&E Committee: N/A
Board Meeting: September 17, 2024

CATS BOARD MEMORANDUM

BOARD ACTION ITEM

TO: Capital Area Transit System Board of Commissioners
THROUGH: Theo Richards, CEO
FROM: Theo Richards, CEO
SUBJECT: Transitioning Chief of Minds Services

Project/Contract: Human Resources Consulting Services

Project/Contract Date(s): March 1, 2024 – December 31, 2024

Renewal options (Yes/No): No

If yes, what year/option: N/A

Project/Contract Amount: \$80,000

Budgeted project (Yes/No): No

Grant(s) Funded (Yes/No): No

If yes, note the grant number: N/A

Policy-Related Action: (Yes/No): No

RECOMMENDATION:

Requesting the F&E Committee and the CATS Board of Commissioners to approve additional funding for the closeout of Chief Of Minds contract in the amount of \$80,000 in order to provide continuity for temporary human resources consulting services, in addition to facilitating the transitioning process for CATS' new HRD. This amount will cover any outstanding invoices and fees we might incur during the transition.

PROJECT/CONTRACT SUMMARY:

Chief of Minds has been providing human resources consulting services and solutions to support the organizations' initiatives and needs. They have been guiding the Human Resources Department in its day-to-day operations, while presenting findings and recommendations. They are in the process of assisting the Agency with developing standard operating procedures. Chief of Minds has also assisted the Agency in recruiting a permanent Human Resources Director. Additional

services are required in order to address critical gaps and inadequacies in the Department infrastructure.

CONTRACT AMOUNT: \$80,000

Chief of Minds has been instrumental in providing stability and, essential and critical HR functions for the Agency; their efforts and perseverance have culminated in the hiring of our new HRD. I am requesting approval from CATS Board of Commissioners to provide additional funding to close out the contract with Chief Of Minds as they assist our new HRD in the transition process. This amount will cover any outstanding invoices and fees we might incur during the transition.

Date: September 17, 2024

BOARD MEMORANDUM

TO: Capital Area Transit System Board of Directors
THROUGH: Interim CEO, Theo Richards
FROM: Risk and Safety Manager/Special Project, Ravena Budwine
SUBJECT: Workers Compensation Insurance Renewal

Project/Contract: Workers Compensation Insurance, LUBA Casualty Insurance Company
Project/Contract Date(s): October 1, 2024, through October 1, 2025
Renewal options (Yes/No): Yes, annual, twelve (12) month contract
If yes, what year/option: 2024-2025.
Project/Contract Amount: \$800,287.00
Budgeted project (Yes/No): Yes
Grant(s) Funded (Yes/No): No

EXECUTIVE SUMMARY:

CATS is requesting approval to renew the workers compensation insurance policy with LUBA Casualty Insurance Company. LUBA provided CATS with a renewal quote based on several factors including CATS historical claim data, forecasted exposure/losses and estimated payroll for 2024-2025. This quote was sought out by Alliance Brokerage Firm.

RECOMMENDATION:

Given the above, CATS Risk and Safety Manager recommends renewing the workers compensation insurance through LUBA Casualty Insurance Company. CATS Risk Management & Safety Department will continue efforts to minimize risks through assessments, increased safety assurance, safety promotion and safety training for all employees.

Project Manager approval

Procurement approval

Finance approval

CEO approval



Date: September 16, 2024
Board Meeting: September 17, 2024

ACTION ITEM

TO: Capital Area Transit Executive Board
THROUGH: Theo Richards, CEO
FROM: Vanessa Dargin, Facilities Manager
SUBJECT: ADA Accessible Bus Stop Improvement Project

Project/Contract: ADA Accessible Bus Stop Improvement Project
Project/Contract Date(s):
Renewal options (Yes/No): No
If yes, what year/option:
Project/Contract Amount:
Budgeted project (Yes/No):
Grant(s) Funded (Yes/No): Yes
If yes, note the grant number: Transferred from LA DOTD
Policy-Related Action: (Yes/No):

RECOMMENDATION: Consideration and approval authorizing the Executive Director to execute a contract for the ADA Accessible Bus Stop Improvement Project in accordance with the Consent Decree CV 20-644-SDD-RLB.

EXECUTIVE SUMMARY:

In response to the consent decree issued by United States District Court Middle District of Louisiana Case: 3:20-CV-00644 specifically the Annual Accessible Bus Stop Commitment where in CATS shall ensure the installation and or remediation of 10% of non-accessible Bus Stops each calendar year to the extent that it is technically feasible and structurally practicable.

This year's Annual Commitment requires CATS to complete the installation of seventy (70) 5'8' ADA Accessible Bus Stop Pads.

The solicitation was let on September 6, 2024 with a bid opening date of October 1, 2024, for the installation of 76 ADA Accessible Bus Stop Pads.

September 12, 2024

Summary of Solicitation for Bus Stop Pad Project

Solicitation

Public Notice: Official Journal - September 6, 9, & 16, 2024

Public Notice: DBE Publication Notice – September 12, 2024

Contractors Notified and ITB posted on CATS, State Procurement LAPAC and
Central Bidding websites: September 6, 2024

A non-mandatory pre bid conference will be held at 350 N Donmoor & Job Site
visit will immediately follow

Written Inquiries / Questions Due: September 20, 2024

CATS Responses to Questions: September 24, 2024

Bid Due Date: October 1, 2024 @ 10:00 am

Summary of Removal of Bus Benches

Bus bench removal is an ongoing process which is being coordinated with the elimination of bus stops by routes. Out of 23 active routes we have eliminated stops from nine (9) routes. The three (3) bench vendors (Giraffe Advertising, National Concrete, Geaux Benches) are working with CATS on the removal of benches and have made some progress.

CATS BUS STOP PADS PROJECT PROGRESS SUMMARY

Prepared by Leonard Washington

September 12, 2024

SITE VERIFICATION

We have completed site verifications on approximately 160 sites and out of that number we have included fifty sites in the bid package and plan to add another twenty-five by the end of next week to be issued by addendum.

RIGHT-OF-WAYS (R.O.W.)

We are in receipt on a number of R.O.W. maps for DOTD and DPW sites and are requesting additional maps as we complete the site verifications. In an attempt to expedite the process, we have requested that DOTD and DPW allow us to forgo the use of R.O.W. maps for sites where the pads will not extend beyond the boundaries of the existing sidewalks. DPW has approved the request and DOTD has denied it.

CONSTRUCTION DRAWINGS AND SPECIFICATIONS

We are continuing to work on construction drawings in order to complete twenty-five additional sites by the end of next week in order to be issued in an addendum.

PERMITS

We will be submitting drawings for permit review on tomorrow September 13, 2004 and will be submitting others as we complete them.

CATS Procurement Listing					
9/1/2024	Processional Services Contracts \$20,000 - \$50,000 - Approved by the CEO				
Service Description	Vendor Name	Amt	Start Date	End Date	Additional Notes
<i>Procurement Consultant</i>	Kathy Hernandez	\$26,400	1/15/2024	12/31/2024	
<i>Human Resources Consulting Services</i>	Chief of Minds	\$50,000	3/1/2024	12/31/2024	
<i>Munis Professional</i>	Jodie Kubiak	\$45,000	3/21/2024	3/20/2025	
<i>Legal Services</i>	Michael Mayhall	\$30,000	6/3/2024	6/2/2025	
<i>Workers Comp Claims</i>	SIF Consultants	\$44,000	1/18/2024	1/17/2025	
<i>CSRS, LLC</i>	Land/Site Selection Services	\$48,000	9/9/2024	9/8/2025	